

**COUNTY OF LOS ANGELES – DEPARTMENT OF MENTAL HEALTH
COUNTYWIDE RESOURCE MANAGEMENT**

TRANSFER OPPORTUNITY

Medical Case Worker I or II

Full Service Partnership-Interim Funding Program (FSP-IF) and Specialized Housing Program (CRM-SHP) Coordinator

The goals of this program are to encourage, facilitate, and maximize improvement of the quality of psychiatric care at Institutions for Mental Diseases (IMDs) and other various levels of care to improve accountability and accessibility in a manner that ensures appropriate placement and use of services within the system of care. It also is responsible for the development of new and innovative ways of delivering care in residential settings for individuals diagnosed with severe and persistent mental illnesses who are requiring residential services. The Medical Case Worker I or II is part of a multidisciplinary team that includes a Mental Health Clinical Supervisor, a Psychiatrist, Nurses, Psychiatric Social Workers, Mental Health Clinicians, case managers, and support staff. This position does **not** have any direct client contact and is ideal for someone who prefers working in an administrative setting. Primary duties and responsibilities of this role as the **FSP-IF and CRM-SHP Coordinator** includes:

- Assisting the Program Head and District Chief in monitoring available slots for either FSP-IF or CRM-SHP;
- Reviewing 90 day extensions requests including clinical documentation to ensure that consumers continue to meet criteria to receive FSP-IF or CRM-SHP assistance;
- Reviewing and processing applications including clinical documentation for FSP-IF or CRM-SHP to ensure consumers meet criteria for enrollment;
- Reviewing and tracking all FSP case management referrals from County Hospitals, IMDs and State Hospitals while working closely with the Service Area navigators to ensure timely linkage;
- Facilitating quarterly FSP-IF and CRM-SHP meetings;
- Conducting site visits to DMH contracted Adult Residential Facilities to provide technical assistance to the providers as well ensuring that consumers are receiving appropriate services as needed;
- Analyzing and monitoring the budget and expenditures to create monthly reports using Microsoft Excel;
- Conducting site visits at DMH directly operated clinics to review FSP-IF and SHP client charts;
- Providing consultation as needed of the FSP-IF and SHP process to the clinics; and
- Tracking outcomes for these clients in order to compile monthly reports.

DESIRABLE QUALIFICATIONS:

- Experience working within a multidisciplinary team;
- Possess good follow-through and attention to details on assignments;
- Organized and proficient in Microsoft Word to create monthly reports

Interested individuals holding title to the above position are encouraged to send their resume, last two (2) Performance Evaluations and last two (2) years of master time records by **Friday, April 25, 2014** to:

**Jacqueline Yu, LCSW
Mental Health Clinical Program Head
Countywide Resource Management
1925 Daly Street, 2nd Floor
Los Angeles, CA 90031
FAX: (323) 223-8380**

or

email: Annie Duong at aduong@dmh.lacounty.gov